

Training Course Specification

Course: Microsoft Word 2007 Level 1; Introduction

Duration: 25 Hours

- COURSE OBJECTIVES:**
- Create and save documents for easy retrieval
 - Insert and delete text to edit a document
 - Move, copy, and replace text
 - Modify text for emphasis
 - Learn document and paragraph formatting
 - Set and remove tab stops to enhance document appearance
 - Use margins, indents, bullets, and numbering to change text layout
 - Use templates and Style Sets to create and enhance documents

WHO SHOULD STUDY: Microsoft Word 2007 combines a powerful word processing application with the user-friendly atmosphere of Windows. Training participants will learn the basics of creating, editing, and saving documents in our Fundamentals level class. They will learn to use Online Help and to modify and enhance character appearance. Participants will format text into tabular columns, create and manage tables, use error-checking tools, and control page layout with margins, indents, and page breaks.

EXPERIENCE NEEDED: Delegates should have an understanding of any of the following operating systems: Windows 98/NT/2000/ME/XP/VISTA

System and course requirements

SYSTEM (HARDWARE) REQUIREMENTS: Office 2007 requires the following:

Component	Requirement
Computer and processor	500 megahertz (MHz) processor or higher.
Memory	256 megabyte (MB) RAM or higher.
Hard disk	1.5 gigabyte (GB); a portion of this disk space will be freed after installation if the original download package is removed from the hard drive.
Drive	CD-ROM or DVD drive.
Display	1024x768 or higher resolution monitor.
Operating system	Microsoft Windows(R) XP with Service Pack (SP), Windows Server 2003 with SP1, or later operating system.

TRAINING COURSE REQUIREMENTS: This training course requires the following components:

Component	Requirement
Course data	Access to the Course Data folder supplied with this course.
Hardware	PC or Notebook with at least Microsoft Office Basic installed.
Training Manual	The training manual according to this specification.
Network	No network connection is required for this course in its intended format. This course is designed as a workstation (non-networked) instructor-led course. Extra benefits from Microsoft office 2007 can be taken advantage of with networked computers.
Internet	No Internet connection is required for this course in its intended format. This course is designed as a stand-alone instructor-led course. It is optional but the instructor may combine this course with internet connection to explore added web-content benefits in Office 2007. Especially at higher levels or with delegates interested in web content features.

DISCLAIMER: This course material is written as a guide and structure for an instructor-led course. It does not guarantee the course delegate or participant will learn and it does not guarantee the participant will be able to apply the components of this course de facto. That is the responsibility of the instructor and also depends on the course participant as well. The participant is likely to learn and a work at a pace slower or faster than what is laid out in this course as a one-day duration session.

The course manual is a training manual, not a text book or instruction manual. It is not by any means exhaustive and contains selected Microsoft Office features, options and tools. If the course participant wishes to explore options and features outside the scope of this course he/she should make the instructor aware of the need for additional material, exercises and demonstrations. The course is written in line with our other courses for different Microsoft Office versions, in the hope the course participant will be able to apply knowledge from this course to the other versions.

The Office 2007 packages available



Microsoft Office Home and Student 2007 includes:

- Microsoft® Office PowerPoint® 2007
- Microsoft® Office Word 2007
- Microsoft® Office Excel® 2007
- Microsoft® Office OneNote® 2007



Microsoft Office Basic 2007 includes:

- Microsoft® Office Outlook® 2007
- Microsoft® Office Word 2007
- Microsoft® Office Excel® 2007



Microsoft Office Small Business 2007 includes:

- Microsoft® Office Outlook® 2007
- Microsoft® Office PowerPoint® 2007
- Microsoft® Office Word 2007
- Microsoft® Office Publisher 2007
- Microsoft® Office Excel® 2007



Microsoft Office Professional 2007 includes:

- Microsoft® Office Outlook® 2007
- Microsoft® Office PowerPoint® 2007
- Microsoft® Office Word 2007
- Microsoft® Office Publisher 2007
- Microsoft® Office Excel® 2007
- Microsoft® Office Access 2007
- Microsoft® Office Publisher 2007

COURSE CONTENT

1: Creating and Editing Documents

Starting Documents
Starting Word
Identifying Components of the Word Screen
The Word 2007 Ribbon
Creating and Opening Documents
Moving the Insertion/Cursor Point
Building and Editing Documents
Selecting Text
Replacing and Deleting Blocks of Text
Moving and Copying Text
Modifying Page Breaks
Finishing Documents
Previewing Documents
Printing Documents
Closing Documents
Assignment

3: Formatting Documents

Formatting Paragraphs
Changing Line or Paragraph Spacing
The Ruler
Indenting Paragraphs
Setting Tabs Using the Tabs Dialog Box
Setting Tabs Using the Ruler
Formatting Pages and Sections
Setting Margins
Inserting Page Numbers
Inserting and Deleting Section Breaks
Using the Go To Command
Applying Page Setup Formatting to Sections
Changing a Section's Page Numbering
Assignment

Appendix A: New Features in Word 2007

Compatibility
Forwards compatibility (Word documents created in earlier versions)
Working in Compatibility Mode
Backwards compatibility (Word documents created in version 2007)
The Ribbon
Other aspects of the Ribbon
The Mini toolbar
The Quick Access Toolbar
Using the keyboard (Key Tips in v2007)
Using the Arrow Keys to Navigate the Ribbon
Using the TAB key to Navigate the Ribbon
Notes Regarding Old Shortcuts (previous versions)

2: Formatting Text & Printing a Document

Enhancing Text
Applying Text Formatting Effects
Removing Text Formatting
Information Rights Management
Using Undo and Redo
Using the Repeat Command to Apply Formatting
Viewing and Copying Formatting
Using Format Painter
Using Bullets and Numbers
Applying Bullets and Numbers as You Type
Assignment

4: Using Advanced Page Setup Techniques

Using Headers and Footers
Creating Alternating Headers or Footers
Creating Section Headers or Footers
Using Styles and Templates
Managing the Quick Style Gallery
Templates
Using Templates to Create Documents
Generating Envelopes and Labels
Creating Labels
Assignment

Appendix B: Additional Features in Office 2007

Office 2007 – A New Platform
At a Glance Highlights Across the Suite
New Visual and navigational Features
File formats
User Assistance System (HELP)
Collaboration features
Themes and Quick Styles
Application-specific changes
General Keyboard Navigational Tips in Office 2007
Beyond Office 2007